

SALARY RANGE:

\$65K - \$90K

JOB DESCRIPTION:

This position of the Director of Finance is to supervise all financial processes and direct the Town of Lancaster's financial planning and strategy. The work involves the responsibility for overall coordination of the municipality's financial and administrative systems, including personnel, data processing, and budgeting and audit control. Under general direction of the Supervisor and Town Board, the incumbent assists the department heads in the discharge of their fiscal responsibility, supervises an accounting and clerical staff and does related work as required.

DUTIES and RESPONSIBILITIES:

- Responsible for the overall coordination and administration of the municipality's financial and administrative systems, which includes responsibilities in the personnel, data processing, budgeting internal and external auditing control, investment and debt portfolio and management cash flow.
- Develop budgets that meet the requirements of the Town of Lancaster departments.
- Supplies Supervisor and Board members with various types of data, and the general coordination of data to assist them in making Town Board decisions.
- Acts as liaison from and to the Supervisor on various projects and committees.
- Good knowledge of modern principles and practices of accounting and auditing.
- Protects the town by establishing, monitoring, and enforcing internal controls.
- Prepare detailed reports on the town's financial performance and analysis.
- Review related reports and financial statements for discrepancies, resolve and submits to the Supervisor in a timely manner.
- Collaborate with the Supervisor regarding budgets, forecasting and cash flow management.
- Recognize patterns in town spending, revenue, and recommend solutions to any problem areas.
- Monitor and analyze monthly operating results against budget.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Work to define, improve and control current processes which impact constituent's quality and influence internal operating efficiency.

- Coordinate with external financial entities on behalf of the company.
- Work with legal counsel to ensure the company complies with federal, state, and local financial legal requirements.
- Directing financial strategy.
- Conducting financial analysis.
- Perform other related duties as assigned.

DESIRED QUALIFICATIONS:

- Bachelor of Science Degree in Accounting or Finance.
- Five (5) to ten (10) years of experience in a mid to senior level finance or accounting position.
- Proficiency in using Microsoft Office Suite applications (particularly Excel and Word).
- Experienced with Springbrook Software (formerly KVS Informational Systems) or similar accounting software.
- CPA is a plus.
- Detail oriented.
- Able to work both independently and within a team environment.
- Strong leadership with ability to develop individual competencies.
- Proactive attitude, takes initiative and good problem-solving skills.
- Ability to motivate teams to produce quality reports / analysis within tight timeframes.

STARTING DATE WILL BE AFTER JANUARY 1, 2020.

SEND RESUME TO RONALD RUFFINO AT rruffino@lancasterny.gov.